



JOB OPENINGS – as of February 17, 2021

If you are interested in applying for the positions mentioned below, please forward your

- **Cover letter resume and completed application (via email in pdf format) to:** sgelvez@bayharborislands-fl.gov. If you have any questions, please contact Shaun Gelvez, HR Manager (305) 607-1327.
- **Unsolicited employment applications / resumes will not be accepted.**

ASSISTANT PUBLIC WORKS DIRECTOR / TOWN ENGINEER POSITION TOWN OF BAY HARBOR ISLANDS, FLORIDA

The Town of Bay Harbor Islands is hereby actively recruiting applicants for the position of Assistant Public Works Director/Town Engineer.

The Town of Bay Harbor Islands was founded in 1947 by the Shepard Broad family. The Town also known as *"The Best Kept Secret on the Water"* is a two-island vibrant and progressive community located in the heart of Biscayne Bay, nestled between the cities of North Miami, Bal Harbor and Surfside. The Town holds a residential population of approximately 6,000 and is home to A+ rated Ruth K. Broad Elementary School. The Broad Causeway corridor which runs through the heart of Bay Harbor, boasts exclusive shopping, top notch businesses and fine dining all within a picturesque and charming island atmosphere.

The Town incorporates a Council/Manager form of government. The Assistant Public Works Director/Town Engineer under their dual role capacity works under the direction of the Public Works Director using a highly collaborative relationship. As the Town's Assistant Public Works Director / Town Engineer, this position will work as the second in command to the Public Works Director for all issues related to the Public Works Department. This role is key in assisting with the administration of Public Works staff, infrastructure projects & oversight of general community development projects for the Town. This position is responsible for assigning and reviewing work of subordinate employees engaged in street and drainage, facility maintenance and parks and irrigation functions. This position will assist the Public Works Director in establishing department policies, department budgets, reviewing technical specifications and plans, drafting bids, negotiating agreements, overseeing capital projects to assure they are completed in a timely manner. This position is charged with keeping projects on task and on schedule and responsible for performing all aspects of construction management including collaboration with consultants as required. The Assistant Public Works Director / Town Engineer will also work closely with the Town's Grant Writer, Public Works Director and Town Manager to ensure that all available funding for key projects are pursued and that grant funded projects remain in compliance with grant requirements.

The successful candidate must possess a minimum of a Bachelor's Degree in Civil Engineering or related engineering discipline along with five (5) or more years of experience in the practice of engineering, design, project management, construction management and maintenance of public works infrastructure. Familiarity with SCADA Systems, managing and reporting N.P.D.E.S. Familiarity with bridges and drawbridge mechanical systems. AutoCAD & GIS Software knowledge is required. The ideal candidate must be registered as a Professional Engineer (PE) in the State of Florida and have experience working with local and state regulatory agencies (i.e. FDOT, DERM, etc.). Must have and maintain a valid State of Florida driver's license.

The successful candidate must also have the following skills or attributes: excellent oral and written communication, multi-tasker, team player, self-starter, impeccable integrity / ethics, innovative, technological, and forward thinker. The annual salary range for this position is \$90 – 120K depending upon

qualifications. The Town offers excellent benefits such as health, vacation, and pension through the Town's private retirement system.

Interested individuals should submit (in pdf format) a cover letter, resume, and a completed Town of Bay Harbor Islands Employment Application to Mrs. Shaun Gelvez, Human Resources Manager: sgelvez@bayharborislands-fl.gov. This position is open until filled. The Town is an Equal Opportunity Employer.

CROSSING GUARD (Part-Time)

Department: Code Enforcement

Rate of Pay: \$12 per hour -DOQ

Closing Date: Open until filled

Summary: Assists with After Care / Community Center educational & recreational programs for children

Duties & Responsibilities: The Crossing Guard will be responsible to assist pedestrians (children, parents, residents, etc.) with safely crossing the street during school zone hours.

Desired Minimum Qualifications: High School Diploma or GED. Prior Crossing Guard experience is a plus. Must possess a valid State of Florida driver's license. CPR and First Aide Certification preferred.

Skills & Abilities: Excellent customer service, multi-tasker, team player, organized, detailed, punctual, must be able to deal professionally and courteously with residents, co-workers, and Town officials.

PARK ATTENDANT (Full-Time)

Department: Community Services Department

Rate of Pay: \$15 per hour

Closing Date: Open until filled

Summary: This is a full-time position responsible for the maintenance and the upkeep of the park facilities while providing courteous, prompt and knowledgeable customer service to the public.

Duties & Responsibilities: The Park Attendant will be responsible for opening and closing designated park facilities. The Park Attendant will service assigned park facilities by performing general maintenance and clean up duties such as: trash pickup, sweeping, mopping, wiping down tables / chairs / furnishings, replenishing toilet paper and hand towels in the restrooms, raking leaves, cleaning parking lots, restrooms, and fields. Also performs manual work involving maintenance, repair of grounds, pressure cleaning, graffiti removal, painting and other related tasks.

Desired Minimum Qualifications: High School Diploma or GED or with at least 2 (two) years of parks experience in maintenance, recreational programs, customer service, or related area, or equivalent combination of education and experience. Must possess a valid State of Florida driver's license. CPR and First Aide Certification preferred or must be willing to obtain certification no later than two months after date of hire.

Skills & Abilities: Excellent customer service, multi-tasker, team player, organized, detailed, punctual, must be able to deal professionally and courteously with residents, co-workers, and Town officials.

POLICE ADMINISTRATIVE ASSISTANT / ACCREDITATION MANAGER (Full-Time)

Department: Police Department

Rate of Pay: DOQ

Closing Date: Open until filled

Summary: This is a full-time position responsible for all administrative and accreditation duties for the Chief of Police and the Police Department.

Duties & Responsibilities: The Police Administrative Assistant / Accreditation Manager will be the key support staff person for the Chief of Police for all administrative functions of the agency. This person will be charged with ensuring that all accreditation standards are met and that the agency remains in compliance with the professional standards mandated by the Commission for Florida Accreditation (CFA).

Desired Minimum Qualifications: Bachelor's Degree in related field is preferred. Experience with executive level assistance as well as experience with police accreditation is highly desired.

Skills & Abilities: Excellent customer service, multi-tasker, team player, organized, detailed, punctual, must be able to deal professionally and courteously with residents, co-workers, and Town officials.

(Revised 2/17/2021)